

Job Title: Chief Financial Officer
Work Days: 260
Effective Date: March 1, 2021

Work Site: District Office
Reports To: Superintendent
FLSA Status: Exempt

EMPLOYEE VALUE PROPOSITION

Jefferson County School District is committed to seeing every student realize their full potential while receiving a top-tier education. Our small Central Oregon community is rich in culture and beauty, providing some of the greatest assets Oregon has to offer. You'll find breathtaking views, an abundance of outdoor activities and plenty of unique and enriching community events. It's the perfect place to make an impact on the world, one student at a time.

JOB SUMMARY

The Chief Financial Officer (CFO) stewards the short and long term prudent fiscal operation of the school district. The CFO provides leadership, strategic vision and high level analysis of the district's finances. The CFO is responsible for results in terms of effectiveness in planning, policies, and programs, and for the achievement of District goals and objectives.

The CFO's work is guided by and must comply with federal and state law, accounting principles, state auditor requirements, operational direction of the Superintendent, policy direction of the school board, and compliance with state and local regulatory agencies.

JOB SCOPE

Frequent new and varied work situations. Job involves a high degree of complexity. Some activities are governed by established policy or procedures, but some work requires determining the best course of action and contributes to the development of new concepts for position or work unit. Decisions are made within broad interpretation of applicable laws, licensure requirements, and/or governmental guidelines. Operate independently with minimal supervision. Errors may impact workflow and integrity of data used to make business decisions. Ability to produce accurate work under pressure with frequent deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Enforces district accounting practices and policies to affirm that all financial records are maintained in accordance with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB), district policies, and federal, state, and local laws or regulations.
- Researches, interprets, and understands current and proposed regulations, accounting principles, and other statutory requirements.
- Provides management and oversight of the following accounting services and activities: accounts payable, accounts receivable, cash receipts, contracts, fixed assets, general ledger, payroll, purchasing, grant accounting, student body funds, debt management, ADM student reporting and accounting, and treasury.
- Maintains training materials and conducts trainings to further the knowledge of basic accounting functions, processes, and procedures to clerical, administrative, and supervisory employees within the district.

- Serve as financial expert/consultant to the Superintendent and the Board of Education by providing counsel, expertise, and guidance to the Superintendent, the Board of Education, district officials, administrators, and staff in financial services matters.
- Oversees grant accounting records including expenditure reporting and auditing of expenditures to submitted budgets.
- Provides leadership in long-range financial planning to include development of local tax initiatives and strategies.
- Manages bonds to assure the district maximizes its financial resources in marketing, retiring, and refinancing bond obligations.
- Direct, oversee, and monitor financial and strategic planning to assure fiscal integrity and accountability for the district.
- Stays abreast of research on the changing nature of the profession, the field of public financial management, and changing national, regional and local trends that may impact program areas.
- Uses forecasting tools and strategies to forecast resource requirements and to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and changing educational environment.
- Oversees and participates in preparation of staffing analysis and reports. Takes action, in concert with other district leadership, to determine allocation and redirection of FTE and to level class sizes. Maintains and approves expenditures from all building, department, and program budgets.
- Assists, leads and directs the budget process; coordinates, plans, and oversees the development of the district budget; monitors budget expenditures to ensure compliance and a positive financial status, in accordance with District, State and Federal Guidelines, and GASB Standards.
- Supervises internal audits of all district financial transactions, including, but not limited to student body and co-curricular accounting, grant accounting, capital project accounting, food services, transportation and general operations.
- Performs a variety of revenue forecasts and cash flow analysis; prepares revenue and expenditure projections; invests funds for safety of principal, liquidity, and for maximum return.
- Leads and participates in preparation of annual financial statements, annual budgets, month end fiscal reports and a variety of state required reports.
- Manages the competitive bid processes for financial related services and provides support to other departments that competitively bid for equipment or services.
- Oversees, risk management and insurance programs (e.g. property, liability, fleet, student, worker's compensation, etc.).
- Completes communication and report writing related to grant administration within the District and agency guidelines and assists in coordinating grant activities with the grant manager.
- Assists in recruiting, screening, hiring, assigning, supervising, and evaluating personnel for positions in the offices under their responsibility. Assesses, evaluates, and provides training and professional development of supervised staff.
- Attends all school board meetings; prepares and presents reports/responses related to the financial status of the district and other matters under their responsibility.
- Creates communication, collaboration, and coordination processes that assure all staff are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.

- Participates in the collective bargaining process to include identifying and researching bargaining issues related to the collective bargaining agreements.
- Responsible for the Impact Aid Funds process and application.
- Manages ten district-owned teacher housing units on the Warm Springs Reservation.
- Maintains an active role in professional organizations at the local and state levels.
- Communicates effectively with customers at all levels (management, clerical support, regulatory officials, and component district personnel) to clearly ascertain the concerns raised and respond courteously, promptly, and accurately.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required in Accounting, Business, Finance or related area.
- Minimum of five to eight years of financial management and leadership experience.
- Strong analytical and problem solving skills.
- Excellent oral, written, presentation, and interpersonal communication skills.
- Valid Driver's license and ability to maintain insurability under the District's vehicle insurance policy.

PREFERRED QUALIFICATIONS:

- Education: Masters or Doctorate degree, or equivalent with a combination of education and experience in business, financial management, accounting, or related field
- Experience in public education, government or public accounting.
- Experience working with unions and Collective Bargaining Agreements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continuously sit; hear; reach; keyboard; repetitive motion of hands/wrists; reach and feel. Frequently handle and grasp. Occasionally talk. Rarely stand; walk; repetitive motion of feet; stoop; crawl; bend; and kneel. Rarely exert up to 10 pounds' force to push or pull. Occasionally lift and/or carry up to 10 pounds; rarely up to 25 pounds.

Frequently perform work beyond a standard 40-hour work week when workload requires. Will work beyond an eight-hour day and a five-day week to take care of daily work, attend meetings, conferences and district/school activities.

JOB CONDITIONS

The Chief Financial Officer will work beyond an eight-hour day and a five-day week to take care of daily work, attend meetings, conferences and district/school activities. The CFO must have extensive knowledge of GAAP, budget laws and regulations; demonstrated knowledge of the audit process. CFO must have excellent communication, problem-solving and small-group process skills. Must frequently

make decisions; use independent judgment and /or independent action; mentor; use discretion; and analyze problems. Ability to verbally respond to common inquiries from various people. Frequently present/teach; negotiate and train. CFO must have the ability to read and interpret documents, write routine reports and correspondence. Confidentiality is crucial. Workloads are heavy and timelines can be unreasonably short and inflexible. Requests and issues are often received which require immediate attention and conflict with other priorities.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Director of Human Resources

Prepared Date: March 2021

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____